



Twin Falls County

Deputy Prosecuting Attorney-Juvenile

SALARY	\$75,000.00 - \$119,580.00 Annually	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202300088
DEPARTMENT	Prosecuting Attorney's Office	OPENING DATE	10/19/2023
CLOSING DATE	Continuous		

Position Information

The Twin Falls County Prosecutor's Office is responsible for prosecuting crimes in Twin Falls County. We have one full-time opening for a juvenile deputy prosecutor.

Our comprehensive benefits package includes:

- Full health, dental, vision, cafeteria plan, health savings plan
- Employee Assistance Plan, wellness programs
- Life insurance
- Retirement plans such as PERSI pension and 401(k), as well as Deferred Compensation
- Twelve paid holidays with generous vacation, personal days, and sick leave accrual
- **This position qualifies for Public Service Loan Forgiveness**
- Our office also offers paid bar exam fees for new attorneys, paid annual license fees, paid CLEs and training opportunities, and a paid cell phone

POSITION INFORMATION:

Apply ONLINE at www.twinfallscounty.org. **Resume and cover letter are required for this position.** Please attach to online application, email to hr@tfco.org, or fax to 208-735-4395.

Job Description

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DEPUTY PROSECUTING ATTORNEY:

The Deputy Prosecuting Attorney, Juvenile Division, will be assigned to prosecute a variety of juvenile cases independently and with the assistance of supervisors or colleagues as necessary. The Juvenile Prosecutor files cases with the goals of promoting accountability and protecting the community. The Juvenile Prosecutor's duties include reviewing facts and circumstances of assigned cases to determine appropriate action (including diversion, informal adjustment, and adjudication). The Juvenile Prosecutor will handle all litigation, negotiation, preparation, and resolution while possessing the courtroom skills required to prosecute the assigned cases. The Deputy Prosecuting Attorney works for the Twin Falls County Prosecuting Attorney, under the immediate direction of the Chief Deputy Prosecuting Attorney, but must exercise independent judgment and initiative. The principal duties of the Deputy Prosecuting Attorney are performed in the office and the courtroom.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(illustrative only)*

- Represent Twin Falls County in criminal cases by going to crime scenes, advising law enforcement agencies during investigations of crimes, obtaining search warrants, screening cases, deciding whether to file charges, meeting with crime victims, attending multiple court proceedings, organizing the case file, preparing evidence, securing witnesses, preparing for jury trial, presenting the State's case to the jury, responding to post-trial motions, and filing and prosecuting probation violations;
- Respond to legal questions from law enforcement agencies;
- Direct staff in the preparation of pleadings, forms, orders, motions, legal memorandums, and other paperwork;
- Protect the rights of victims and those criminally accused;
- Provide training to law enforcement officers, other prosecutors, child welfare advocates, and court personnel;
- Conduct legal research;
- Interact with county employees, witnesses, victims, offenders, law enforcement, other agencies, visitors, and the general public effectively and professionally;
- Work regularly with representatives from the Idaho Department of Health and Welfare, juvenile probation, local schools, early intervention specialists, counselors, the Department of Juvenile Corrections, and other agencies;
- Attend Idaho Prosecuting Attorneys Association training to comply with continuing legal education requirements of the Idaho State Bar; and
- Perform other duties as assigned by the Twin Falls County Prosecuting Attorney.

POSITION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and ability required to satisfactorily perform each essential duty required for this position.

Knowledge of:

- Constitutional law, criminal law, criminal procedures, rules of evidence and prosecutorial ethics;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable county, state, and federal laws, statutes, ordinances, and codes;
- Legal research methods;
- Negotiation techniques and methods; and
- English grammar, spelling, punctuation, and composition.

Skill and Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling on behalf of the State;
- Analyze, appraise, and organize facts and precedents and present arguments clearly and logically;
- Determine alternative courses of action, and anticipate defense strategies;
- Present and argue cases while handling unanticipated problems smoothly and effectively;
- Proficiently operate computers and software programs;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of strict deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;

- Perform all duties in accordance with Twin Falls County Prosecuting Attorney policies and procedures;
- Maintain strict confidentiality in all cases and comply with Idaho Rules of Professional Conduct.

Qualifications

MINIMUM EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a bachelor's degree, and;
- Graduation from a law school accredited by the American Bar Association with a Juris Doctorate Degree, and;
- Licensed to practice law in the State of Idaho, and;
- Eligible for membership in the Idaho Prosecuting Attorney's Association.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools, and reach with hands and arms. Incumbent must occasionally lift or move up to 25 pounds. Adequate vision required, including close vision, distance vision, and ability to adjust focus. Incumbent must have sufficient clarity of speech and hearing abilities to permit him or her to discern verbal instructions and communicate effectively in person and by telephone. This position works in the office and in the courtroom where the noise level in the work environment is usually moderate. This is an exempt employee, and is almost always required to work more than 40 hours per week, and is daily exposed to emotional and violent people who may create risk to personal safety.

Agency

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>